

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 4, 2008

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TITLE:	Licensed Sanitarian
POSITION NO:	00327
LOCATION:	Public Health & Safety DivisionDivision, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,672 - \$42,090 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 18, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at the time of application. This position requires a Montana license as a Registered Sanitarian or qualification to become licensed within six months of hire. Other requirements may include: Certified Pool Operator Certification, Certified Pool Operator Trainer, Hazard Analysis Critical Control Point (HACCP) Certification, HACCP Trainer, ServSafe Certification, ServSafe Trainer, FDA Retail Food Standardization, FDA Standardizer, FDA Commission and Credentialing.

Applicant must have a valid drivers license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS CHECK: All successful applicants will be required to sign a release form, which authorizes the department

to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position is a Public Health Sanitarian in the Communicable Disease Control & Prevention Bureau. Incumbent is responsible for developing and administering food and consumer safety program services to reduce the incidence of diseases and the occurrence of unhealthful conditions; developing and implementing outreach, technical services, education and training programs; enforcing health protection standards through inspection, investigation, compliance review and coordination of local health departments serving Montana counties; and other duties as assigned including developing and implanting disaster and emergency responses. Specific duties include planning and development of statewide programs; implementing and managing statewide public health sanitation programs to provide public health protection; evaluating changes in rules, laws, and inspection and evaluation criteria to determine impact on current procedures; development of policy recommendations, legislative proposals, and administrative proposals; developing grant proposals; conducting regular review of local, state, federal, and private industry inspection and compliance programs; and conducting research and analysis.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts and theories of the public health fields, including food, consumer safety, food and water security, and public health program development and management; microbiology; disease control; biostatistics; food processing technology and manufacturing processes; FDA and FCCS program regulations; food and drug toxicology; food and water infection and toxin illness characteristics; HACCP programs for food; strategic planning; federal, state, and local food regulations; governmental and public health agency structures and resources; funding sources; grant application and contracting practices; communicable disease control; group and individual educational methods; government accounting and budgeting; computer applications related to the work including Internet applications and relational databases; and project planning, scheduling, and administration.

Skills: Skill in organization and planning techniques; developing risk mitigation and security strategies; public speaking; computer and communication equipment operation; examining and re-engineering operations and procedures; formulating policy; developing and implementing new strategies

and procedures; program management; the use of computers, preferably in a PC, Windows-based operating environment; organizing resources and establishing priorities; and program administration.

Abilities: Ability to use reason and logic to identify and solve problems; use reason, vision, and creativity to reach conclusions and decisions; understand cause and effect relationships, recognizes similarities and differences in situations, and applies knowledge to help make effective decision or to come up with new ways to accomplish a task; behave in a professional manner; and be able to bend, stoop, lift, reach, and operate vehicle (must have valid Montana driver's license).

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in environmental health, biology, nursing, medical technology, chemistry, or a directly related field, **AND** three years of relevant public health sanitation experience **OR** Master's degree in same fields as above **AND** two years job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Copy of Montana license as a Registered Sanitarian;
5. Resume; and
6. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits

including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Licensed Sanitarian

Position: #00327

Location: Communicable Disease Control & Prevention, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience and understanding as an environmental health specialist's (sanitarian's) duties at the local health department.
2. Please describe your understanding of the role of the sanitarian on the state level.
3. Please explain what you feel is the greatest public health concern in this area of environmental health.